

VACANCY ANNOUNCEMENT # VN13-005
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**HUMAN RESOURCES ASSISTANT (REGIONAL)
FSN 09, C-230
USAID/Peru**

(NOTE: The position may be filled at a lower level.)

FROM: Susan Cheung, Regional Executive Officer

TO: All interested candidates. All ordinarily resident (or) applicants must have the required work and/or residency permits to be eligible for consideration.

OPENING DATE: December 30, 2013

CLOSING DATE: January 14, 2014

WORK HOURS: Full Time – 40 hours per week

The United States Agency for International Development (USAID) in Lima, Peru is seeking an individual for the position of Human Resource Assistant (Regional) in the Regional Executive Office.

Basic Function of Position

The Human Resources Assistant (Regional) is assigned to one of three Regional Human Resources Units. The HR Assistant works under the general administrative supervision of the Regional Executive Officer, and receives all technical supervision from the Senior Human Resources Specialist (FSN) in the USAID/Washington, OHR/PPIM FSN Unit. Locally, the Human Resources Assistant (Regional) will work as a full member of the Mission Executive Office Team. The regional HR Assistant is responsible for the classification of FSN positions in the assigned region – with the exception that the OHR/PPIM Senior HR Specialist may set limits on grade level approvals based on the experience of the HR Assistant, and as determined practicable as the operation unfolds (at least initially, the OHR Senior HR Specialist and/or his/her designee will provide final approval for jobs classified in CAJE/MClass to FSN-11 and above; all “exceptional” or unusual jobs, and all jobs proposed for FSN-13). All Human Resources Assistant/Specialist jobs will be classified in the OHR/PPIM FSN Unit. Through training and experience, it is expected that the HR Assistant will be able to provide advice to client Missions on position description writing, basic organization development, and also to advise Missions when they should request consultant assistance from the OHR/PPIM FSN Unit for more complex and/or involved requirements. The HR Assistant will advise Missions on OHR policy, in such areas as the appropriate use of promotion by JOFOC, questions on when to request time-in-grade waivers and /or multi-grade promotions, etc. The HR Assistant will become proficient in providing advice on position management, and on the more routine employee relations matters.

Major Duties and Responsibilities

a. Classification by CAJE/MClass – 60%

The Human Resources Assistant (Regional) provides guidance to supervisors, managers, and others in Missions throughout the Region on the preparation of FSN descriptions, assuring they are accurate and up-to-date; the HR Assistant reviews classification/re-classification requests submitted by client Missions, through the serviced Missions EXO/HR Unit, making recommendations on a course of

action. The HR Assistant prepares to classify the position in CAJE/MClass, and conducts supervisory discussions and employee position reviews by phone or video conferencing as necessary to verify duties and assignments, and to gain an understanding of the requirements of the position and the manner in which the job holder proceeds to carry out the work. Once satisfied, the HR Assistant evaluates positions using the CAJE/MClass system, and provides a draft CAJE/MClass Job Report (JR) to the supervisor for his/her review and for the review of the employee in the position, if any. Upon concurrence from the client Mission, the HR Assistant determines the recommended grade level and the official position title, and advises supervisors and employees of classification results, and on appeal procedures, if required.

The Human Resources Assistant (Regional) provides advice to client Missions on recommended recruitment processes, including the construction of job announcements; guidance on determining the area of consideration, proper handling of overqualified candidates and /or candidates with excessive current salaries; recommending criteria for selection panel composition, interview questions, preparation of memoranda of negotiation; etc.

b. Market Rate Determination for US/PSC and TCN/PSC Positions – 10%

The Human Resources Assistant (Regional) will provide advice to client Missions and, as requested, review proposed US/PSC and TCN/PSC Scopes of Work (SOW) and either propose a Market Rate (a Civil Service-equivalent classification) or suggest resources in USAID/Washington who are capable of making such a recommendation.

c. Administrative Human Resources Management Responsibilities – 25%

The Human Resources Assistant (Regional) assists the Peru Mission on the processing of a broad full range of HR-related documents, including evaluations, promotions, step increases, contract modifications NSDD applications, allowance, etc. The HR Assistant will also maintain accurate and up-to-date official personnel and/or contract files, HR computer databases and performance logs, Handbooks and other reference documentation, Mission Staffing Patterns. The incumbent will be involved in the awards processes, orientation of incoming/departing staff, supporting the FSN Committee activities and participating in mission events.

d. Performs other duties as assigned or required, including serving as alternate to the other HR Assistant. – 5%

Desired Qualifications

Education: Completion of a university degree in Human Resources Management, Public Administration, Business Management, Contracting, or a related field is required. A graduate degree in one of these fields is desired.

Prior Work Experience: The work requires a minimum of three years progressively responsible experience in HR management. Ideally, one to two years of this experience will be in an organization that provides direct experience in working with the USG, or another international non-governmental organization, in an English-language environment. Prior USG HR experience is desirable.

Post Entry Training: Specialized training courses in USAID and USG HR management, USAID Human Resources Management and CAJE/MClass training, and other formal courses as appropriate, based on course offerings and the availability of funds. Successful completion of Computer Aided Job Evaluation (CAJE)/Mission Classification (MClass) training is mandatory, and will be provided. In addition, on-the-job training in personnel rules and regulations will be provided from time to time.

Language Proficiency: Level IV (fluent) oral and written English and Spanish capability is required. Written English skills are particularly important. The Assistant must be able to express ideas and concepts clearly and accurately, both verbally and in writing; writing skills will be assessed by a review of written products provided by the candidate(s). Fluency in the local language at the Mission of assignment and familiarity with other languages prevalent in the serviced region is a desired. This will be tested.

Knowledge: Work requires a very good knowledge, or the ability to quickly gain a very good knowledge, of USAID and USG Manuals and Handbooks (FAM/FAH) on compensation, position classification, and HR administration; a general knowledge of host-country labor laws in the country of assignment and/or the countries serviced; an understanding of compensation and employment processes; and, a thorough knowledge of USAID and USG personnel administration principles and benefits for all categories of USAID staff. The work required a good understanding of position classification, the ability to develop a good understanding of organization development principles, and a general knowledge of US/PSC and TCN/PSC contracting. A working knowledge of USG travel administration rules, regulations, and practices is helpful.

Abilities and Skills: The work required the ability to plan and organize the work, to establish priorities, to follow up on promised responses to client Missions, etc. The HR Assistant must exercise extreme discretion in HR matters, inspire confidence in clients, and establish and maintain effective working relationships with superiors, supervisors, and employees. The HR Assistant must maintain a positive customer service orientation, and be able to manage multiple priorities with minimal supervision. The work requires the ability to analyze, conceptualize, negotiate, exercise sound judgment, originate ideas and creative solutions, and handle requests and complaints promptly, effectively, and diplomatically with all levels of American and other USAID employees, Embassy and USAID/Washington counterparts, and, from time to time, USAID and Embassy officials in client missions. The HR Assistant must be able to work under pressure, and to make decisions quickly and independently when dealing with urgent requests. Position will require some regional travel, though the majority of the work will be performed remotely.

USAID/Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. USAID/Peru also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

All completed applications must be returned to USAID/Peru Human Resources Office or via fax to 618-1350 or via e-mail limausaidhr@usaid.gov by 4:00 p.m. Tuesday, January 14, 2014.

Applications received after the closing date will not be accepted.

Prepared by: EXO/HR